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DIRECTORATE OF SCIENCE & TECHNOLOGY

PLANS, PROGRAMS AND PROJECTS  
DD/S&T Instruction 230-1

16 December 1963

DD/S&T ACTIVITY APPROVAL SYSTEM

I. GENERAL

1. The Deputy Director (Science and Technology) is responsible for the execution of the Office Programs and for the utilization of the allocated funds included in the DD/S&T portion of the Agency Operating Program and Budget approved by the Deputy Director, Central Intelligence. Assistant Directors, as Office Chiefs, delegated appropriate authority to enable them to carry out their responsibilities, are responsible to the DD/S&T for the proper utilization of funds approved as their portion of the total DD/S&T budget. To assist the Office Chiefs in this effort the DD/S&T has designated, by Title, certain senior officials in each Office as Approving Officers.

II. APPROVING OFFICERS

2. The Executive Officer/DD/S&T, the Assistant Directors, and Deputy Assistant Directors only are designated as Approving Officers and are delegated the authorities conveyed in this Instruction.

III. PURPOSE

3. The purpose of this Instruction is to establish an Activity Approval System within the DD/S&T which would ensure that proposed actions are approved at appropriate levels of responsibility and that funds are available.

IV. ACTIVITY APPROVAL SYSTEM

4. The following specific criteria are basic considerations in the application of the Activity Approval System:

a. Before any action requiring the commitment of funds is undertaken, the availability of funds will be ascertained, and approval will be obtained from the appropriate Approving Officer.

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b. Any contemplated action, as part of an approved Office program, requiring a commitment of funds up to \$25,000 may be undertaken with the approval of the Approving Officer having Office responsibility for the activity.

c. Any contemplated action, as part of an approved Office program, requiring a commitment of funds in excess of \$25,000 will be submitted for approval of the DD/S&T.

d. Any contemplated action which is not within the scope of the approved Office program, with respect to either purpose or funds, irrespective of the amount of funds required, will be submitted to the DD/S&T for approval.

e. Approving Officers may redelegate, in writing, to appropriate supervisory levels, authority to approve minor, miscellaneous expenditures for supplies, equipment, and services necessary to the accomplishment of the approved Office Program providing such single expenditures do not exceed \$1,000.

f. Any action which contemplates the rental, lease, or purchase of land or property, or the construction of buildings, notwithstanding that the contemplated action is intended to carry out a portion of an approved Office program for which funds were budgeted, will be submitted to the DD/S&T for approval.

V. AVAILABILITY OF FUNDS

5. As an integral part of the Activity Approval System, all actions to be undertaken which would entail a commitment of funds, will be administratively reviewed by an appropriate Budget & Fiscal Officer who will indicate in writing the availability of funds.

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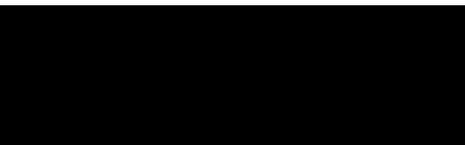
VI. REPROGRAMMING

6. Whereas the foregoing criteria are basic in determining when approvals may or may not rest with the designated and appropriate Approving Officers, other factors may necessitate reprogramming of activities within the DD/S&T and a consequent reallocation of DD/S&T funds among the Offices. Accordingly, the authority of the Approving Officers to approve activities in their respective Offices is automatically suspended on 1 April of each Fiscal Year. At the end of the third quarter of the Fiscal Year, Assistant Directors will submit to the DD/S&T a comprehensive report on the status of their respective Office programs and funds availability. After review of these reports, the DD/S&T will determine the level of effort to be carried forward by each Office into the fourth quarter of the Fiscal Year at which time the authorities of the Approving Officers will be automatically restored.

VII. PROCEDURES

7. Each Assistant Director will establish procedures to provide for the approval of proposals to initiate or amend projects and activities within the cognizance of his Office. Such procedures will provide for the submission of adequate pertinent information to permit appropriate responses at approving levels and will encompass, as a minimum, the information shown in Annex #1.

8. Proposals requiring approval consideration by the DD/S&T will be prepared as shown in Annex #2.



ALBERT D. WHEELON  
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